

M. FACILITY AND CUSTODIAL OPERATIONS**45. Non-Public Area: Supplies Storage**

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving industrial 56"h 24"d	il.ft.	1	300	300
2	Boxes area	area	100	1	100
3	Telephone	telephone	N/A	1	N/A
Subtotal					400
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electric receptacles			4	
2	High speed multimedia data connections			1	
3	Telephone outlet			1	

TYPE AND SIZE OF COLLECTIONS: None**FUNCTIONAL ACTIVITY DESCRIPTION:** These rooms are used to store supplies, large equipment, incoming/outgoing boxes of materials, etc.**SPATIAL RELATIONSHIPS:** The area should have direct access to the Sorting/Mail area.**FLEXIBILITY AND EXPANDABILITY:** None**FENESTRATION:** Not required**SPACE FINISHES:** Walls : paint, floor: resilient.**ACCESS FOR THE DISABLED:** Accessible**ACOUSTICS:** Not required**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 300 lux .**E. Periodicals Subtotal****VISUAL SUPERVISION:** None**SIGNS:** door sign "Storage"

M. FACILITY AND CUSTODIAL OPERATIONS (continued)**46. Non-Public Area: Loading Dock**

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Loading Dock, approx. 4'-2" h off driveway equipped with rubber bumpers and 9'-0" overhead door with vision panel	dock	100	1	100
2	Pick-up and drop-off area for boxes and flat trucks	area	200	1	200
Subtotal					300
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electric receptacles			4	

OCCUPANCY BY STAFF AND PATRONS: Staff 0**TYPE AND SIZE OF COLLECTIONS:** None**FUNCTIONAL ACTIVITY DESCRIPTION:** This area used to send and receive library materials.**SPATIAL RELATIONSHIPS:** The area should be in the rear of the building and have a driveway. It should be close to the Bookmobile covered area.**FLEXIBILITY AND EXPANDABILITY:** None**FENESTRATION:** Not required**SPACE FINISHES:** Walls : paint, floor: resilient.**ACCESS FOR THE DISABLED:** Accessible**ACOUSTICS:** Not required**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 300 lux**SECURITY REQUIREMENTS:** All doors should be lockable.**VISUAL SUPERVISION:** None**SIGNS:**None

Note: The Loading Dock area shall be covered or inside the building. It has to be separated from the Sorting/Mail area by an air curtain, to maintain the temperature inside.

M. FACILITY AND CUSTODIAL OPERATIONS (continued)**47. Non-Public Area: Custodian Office**

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-shaped furniture workstation containing: 1 file/box pedestal, shelving bins above.	ol-wrkst	85	1	85
2	Swivel casted chair	s-chair	N/A	1	N/A
4	Guest chair	g-chair	N/A	2	N/A
5	Lateral File cabinet	f-cabinet	10	2	20
6	Shelving, 56"h x 12"d, wall hung	l.ft.	0.5	42	21
7	Multifunctional microcomputer networked	computer	N/A	1	N/A
8	Printer networked	printer	N/A	1	N/A
9	Telephone	telephone	N/A	1	N/A
Subtotal					126
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electric receptacles			4	
2	High speed multimedia data connections			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Visitors 2**TYPE AND SIZE OF COLLECTIONS:** Personal collection**FUNCTIONAL ACTIVITY DESCRIPTION:** Custodian's Office**SPATIAL RELATIONSHIPS:** Adjacent to Loading Dock**FLEXIBILITY AND EXPANDABILITY:** None**FENESTRATION:** Exterior windows**SPACE FINISHES:** Walls : paint, floor: carpeting; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible**ACOUSTICS:** Acoustical ceiling and carpeting.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux at table top.**SECURITY REQUIREMENTS:** All doors and cabinets should be lockable.**VISUAL SUPERVISION:** None**SIGNS:** Door sign "Custodian"

M. FACILITY AND CUSTODIAL OPERATIONS (continued)**48. Non-Public Area: Custodial Services**

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Central vacuum cleaning system	cent. vac.	N/A	1	N/A
2	Cleaning closet with slop sink (1 per floor)	cl.clos.	N/A	to be determined	N/A
Subtotal					N/A
Ref #	Electrical / Telecommunications			Amount	

OCCUPANCY BY STAFF AND PATRONS: Staff 0**TYPE AND SIZE OF COLLECTIONS:** None**FUNCTIONAL ACTIVITY DESCRIPTION:** The closet is used to store every day cleaning supplies and tools.**SPATIAL RELATIONSHIPS:** One closet has to be located on each floor. The central vacuum cleaning system should have outlets throughout entire building.**FLEXIBILITY AND EXPANDABILITY:** None**FENESTRATION:** Not required**SPACE FINISHES:** Walls : paint, floor: resilient.**ACCESS FOR THE DISABLED:** Accessible**ACOUSTICS:** Not required**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 300 lux**SECURITY REQUIREMENTS:** All doors should be lockable.**VISUAL SUPERVISION:** None**SIGNS:**None

0. STAFF AREA

53. Non-Public Area: Staff Lounge / Lunch Room

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Table, 4' square, w/4 chairs	k-table	100	2	200
3	Counter with kitchen sink, cabinets above and below	k-counter	80	1	80
4	Stove	stove	10	1	10
5	Refrigerator, large capacity	refrig.	50	1	50
6	Coffee maker, countertop	cof.mak	N/A	1	N/A
7	Toaster oven, countertop	toaster	N/A	1	N/A
8	Microwave oven, countertop	microw.	N/A	1	N/A
9	Electric Teakettle	teaketl.	N/A	1	N/A
10	Storage closet	closet	50	1	50
11	Couch	couch	75	1	75
12	Lounge chairs	kl-chair	35	2	70
13	Occasional table	ko-table	N/A	1	N/A
14	Magazine rack, wall hung	mag.rack	N/A	1	N/A
15	Vending machine	vnd.mach.	10	4	40
Subtotal					575
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electrical receptacle for counter			6	
2	Duplex electrical receptacle in lounge area			4	
3	High speed multimedia data connections in lounge area			2	
4	Heavy duty electrical receptacle for refrigerator and microwave oven			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 16**TYPE AND SIZE OF COLLECTIONS:** None**FUNCTIONAL ACTIVITY DESCRIPTION:** This is a place that provides space for staff members to eat lunch, take breaks and relax.**SPATIAL RELATIONSHIPS:** The Staff Lunch Room should not be place near, nor should it be visible from**FLEXIBILITY AND EXPANDABILITY:** None**FENESTRATION:** Exterior windows**SPACE FINISHED:** Walls: paint; floor: resilient; ceiling; acoustical tile.**ACCESS FOR THE DISABLED:** Accessible**ACOUSTICS:** Acoustical ceiling.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 300 lux**SECURITY REQUIREMENTS:** All doors and cabinets should be lockable.**VISUAL SUPERVISION:** None**SIGNS:** Door sign "Staff Room"

NET ASSIGNABLE SQUARE FOOT (NASF) KEY

SHREWBURY PUBLIC LIBRARY BUILDING PROGRAM

E. Periodicals Subtotal	Name of Unit	Unit NASF
Alarm and security cameras for doors	alarm	N/A
Alarm control box, fire	alarm box	N/A
Area (in front of desk, for boxes, sit on floor, etc.)	area	diff. sizes
Atlas case -- see cabinet, atlas case	toy bin	12.5
Bin, paperback	papbk.bin	12.5
Bin, toy		
F. Reference Subtotal	w board	N/A
Book drop slot	bk.slot	N/A
Book truck -- see truck, book and truck, book display		
Book truck, depressible -- see truck, book depressible		
Bulletin board, wall hung	b.board	N/A
Bulletin board, free standing	bf.board	20
G. General Collection Subtotal	d.case	50
Cabinet, display case, glazed and lockable	ld-case	50
Cabinet, display for toys	t-cabinet	12
Cabinet, file -- lateral or vertical	f-cabinet	10
Cabinet, file -- 2-drawer vertical	sf-cabinet	N/A
Cabinet, map	map case	35
Cabinet, microfilm, 10 drawers	micr.cab.	10
Cabinet, storage with shelves along one wall	bs-cabinet	N/A
Cabinet, supply	s-cabinet	12
Cabinet, supply metal, 72"w x 30"d, lockable	ws-cabinet	24
Carport, Bookmobile	carport	N/A
Carrel -- see table		
Carrel, child -- see table		
Cash register	cash reg.	N/A
Chair, bench -- child	bench	N/A
Chair, conference -- adult	c-chair	N/A
Chair, couch	couch	105
Chair, floor mounted auditorium with folding table arm - adult	a-chair	15
Chair, guest (with or without casters) --adult	g-chair	N/A
Chair, kitchen -- adult	k-chair	N/A
Chair, loveseat -- adult	loveseat	70
Chair, loveseat -- adult and child	cloveseat	40
Chair, lounge -- adult	l-chair	35
Chair, lounge, child intermediate height	cl-chair	15
Chair, lounge, kitchen -- adult	kl-lounge	10
Chair, reading -- adult	r-chair	N/A
Chair, reading -- child, juvenile height	jr-chair	N/A
Chair, reading -- child, intermediate height	cr-chair	N/A
Chair, rocking -- adult	ar-chair	10
Chair, rocking -- child	cro-chair	10
Chair, stacking -- adult	stack chair	N/A-10
Chair, stacking -- child	c-stack chair	N/A-10
Chair, swivel castered, adjustable height -- child	cs-chair	N/A
L.Friends of the Library Subtotal	s-chair	N/A
Chair/stool, high, swivel, posture with casters -- adult	s-stool	N/A
Change machine	machine	N/A
Closet or storage room	stor.rm.	diff. sizes
Closet, cleaning with slop sink (1 per floor)	cl.clos	N/A
Closet, coat	c-closet	10
Closet, storage	closet	diff. sizes
Coat rack, mobile or stationary	coat rack	N/A
Couch -- see chair, couch		
Coffee/Gift Shop	shop	650
Computer - see electrical/telecomm., computer		

SHREWBURY PUBLIC LIBRARY BUILDING PROGRAM

E. Periodicals Subtotal	Name of Unit	Unit NASF
Counter (with and without sink)	counter	diff. sizes
Counter, kitchen with sink, with or without built-in stove, etc.	k-counter	90-100
Counter, service	counter section	80
Credenza	credenza	80
Cushion	cushion	N/A
Desk w/ or w/o chair, etc.: clerk and page workstation	sc-wrkst	40
Desk w/ or w/o chair, etc.: u-shaped furniture workstation	u-wrkst	100
Desk w/or w/o chair, technician workbench	w.bench	60
Desk w/ or w/o chair: shared clerical furniture workstation	sc-wrkst	40
Desk w/ or w/o chair, etc. -- L-shaped clerical furniture workstation	c-wrkst	85
Desk w/ or w/o chair, etc. -- L-shaped librarian furniture workstation in open landscape area	l-wrkst	100
Desk w/ or w/o chair, etc. -- L-shaped librarian furniture workstation in an enclosed office	ol-wrkst	85
Desk, instructor	i-desk	30
Dictionary stand	d-stand	10
Display case - see cabinet, display case		
Doors, interior electrically operated	int.elect.doors	N/A
Doors, exterior automated sliding	ext.autom	N/A
Door, interior, sliding	sliding	N/A
Easel, fold down	easel	N/A
Electrical/telecomm., cameras and microphones	cam, micr	N/A
Electrical/telecomm., card vending machine	machine	N/A
Electrical/telecomm., CCTV	CCTV	N/A
Electrical/telecomm., computer, multifunctional micro	computer	N/A
Electrical/telecomm., computer, self check-out, networked	co-computer	50
Electrical/telecomm., computer, laptop	laptop	N/A
Electrical/telecomm., multimedia wall	multim.wl	N/A
Electrical/telecomm., smart podium	podium	10
Electrical/telecomm., projection unit, overhead	overhead projection unit	N/A
Electrical/telecomm., screen/whiteboard connected to network	screen/white board	N/A
Electrical/telecomm., server, network	server	12
Electrical/telecomm., sound system	sound system	N/A
Electrical/telecomm., telecommunications cabinet	t-cabinet	40
Electrical/telecomm., telephone	telephone	N/A
Electrical/telecomm., telephone switch unit	tel.swch	12
Electrical/telecomm., telephone, pay	phone	10
Electrical/telecomm., TV	TV	N/A
Electrical/telecomm., TV, console for closet circuit	console	40
Equipment dedicated station, child and adult -- see table		
Furniture workstation -- see desk and chair		
Garage	garage	216
Gates, overhead, electrically operated	overhead gates	N/A
Gate, security gate system	sec.gate	50
Kitchen appliance, coffee maker	cof.mak	N/A
Kitchen appliance, microwave	microw.	N/A
Kitchen appliance, refrigerator/freezer	refrig	20-25
Kitchen appliance, stove	stove	14
Kitchen appliance, teakettle	teakettl.	
Kitchen appliance, toaster oven	toaster	N/A
Kiosk, electronic	kiosk	25-50
Ladder	ladder	5
Lectern, portable with light	lectern	N/A
Loading dock	dock	100

SHREWBURY PUBLIC LIBRARY BUILDING PROGRAM

E. Periodicals Subtotal	Name of Unit	Unit NASF
Locker, custodial, green room, and general staff	s-locker	N/A - 4
Locker, patron, stacking, small	p-locker	3
Loveseat -- see chair, loveseat		
Magazine rack, wall hung	mag.rack	N/A
Magnification machine	magn.m	N/A
Mailboxes	mail	N/A
Map, case -- see cabinet, map		
Map, graphic	map	N/A
Microform reader/printer on its own console	reader/pr	12
Microwave, wall hung	microw.	N/A
OPAC sit-down station - see table, e-station		
OPAC stand-up station - see table, OPAC stand-up		
Parking, bookmobile	bkmob.sp.	N/A
Parking, cargo vans	van.sp.	N/A
Partition, acoustical moveable	part	20-50
Pedimat	mat	N/A
Photocopier	copier	50
Piano	piano	N/A
Podium, lectern, portable	lectern	N/A
Podium, smart -- see electrical/telecomm., podium, smart		
Printer	printer	N/A
Puppet Theater Stage, portable	pup.theat	75
Rack, paperback, freestanding	p-rack	35
Rack, newspaper and magazine, wall hung	mag.rack	N/A
Rack, newspaper and magazine, freestanding	n-rack	25
Rack, hand-outs, freestanding	h-rack	20
Refrigerator/freezer, large capacity	refrig.	20
Refrigerator, under counter	refriger	N/A
Restrooms	restroom	N/A
Screen, ceiling mounted, retractable or large electrically operated beaded screen	screen	N/A
Screen/whiteboard combination -- see electrical/telecomm., screen/whiteboard combination		
Security gate - See gate, security		
Security cameras	s-camera	N/A
Self-check-out - table, self-check-out station; see electrical/telecomm., self check-out computer		
Shelving, bookcases	l.ft.	0.5
Shelving, compact	cl.ft.	0.25
Shelving, industrial	i-l.ft.	100
Shelving, standard, display, closed cases, half high, wall hung, etc.	l.ft.	0.5; 0.7; 1
Stage and curtain, portable	stage	N/A
Stand, dictionary	d-stand	35
Stand, dictionary -- child	cd-stand	35
Storage, auto supplies or bookmobile cleaning supplies	stor.	
Storage room	stor.rm.	diff. sizes
Stove	stove	10
Table, individual, carrel, equipment dedicated, microform or OPAC sit-down - adult	e-table	35-40-45
Table, individual, carrel, equipment dedicated, or OPAC sit-down - child, intermediate height	ce-table	35-40-45
Table, soundproof booth	b-table	50
Table, 2-seater (wired) -- adult	2e-table	90
Table, 4-seater, round -- child juvenile height	jr-table	100
Table, 4-seater, round -- child intermediate height	4c-table	100

SHREWBURY PUBLIC LIBRARY BUILDING PROGRAM

E. Periodicals Subtotal	Name of Unit	Unit NASF
Table, 4- seater, 4'x6' -- adult	4-table	100
Table, 6-seater -- adult	6-table	150
Table, conference -- ganging capabilities -- adult	gc-table	100
Table, conference for 6 people -- adult	6c-table	150
Table, conference for 12 people -- adult	12c-table	300
Table, conference for 16 people -- adult	16c-table	400
Table, conference, round 4' dia -- adult	sc-table	60
Table, counter height -- adult	h-table	60
Table, drafting	d-table	40
Table, folding -- adult	fold table	50
Table, folding -- child, intermediate height	c-fold table	80
Table, kitchen, 4' x 4'	k-table	N/A-60
Table, Kurzweil reader station	kurzweil	N/A
Table, locking wheels for TV/VCR or computer	wheel.tbl.	N/A
Table, occasional	o-table	N/A-10
Table, occasional, kitchen	ko-table	20
Table, OPAC station, stand-up	OPAC st-up st.	20
Table, OPAC, stand-up -- child	c-OPAC st-up st.	20
Table, picture book with benches	pb-table	50
Table, self check-out station	co-station	50
Table, wheels, locking for TV/VCR or computer	wh-table	N/A
Table, work	w-table	40-60
Table, workbench	w-bench	65
Train station or train set, portable	train	N/A
Truck, book	b.truck	5
Truck, book, depressible	bd.truck	20
Truck, book, display	db.truck	5
Truck, flatbed with 6 wheels	fb.truck	10
Truck, hand	h.truck	5
Truck, utility	u.truck	5
Toilets or restrooms	restrm	N/A
Telephone - see electrical/telecomm., telephone		
TV/video/microcomputer combo, monitor ceiling hung	TV	N/A
Typewriter	typewr.	N/A
Vacuum, central cleaning system	cent. vac.	N/A
Vending machine	vnd.mach.	10
Wall, multimedia	multim.wl	N/A
Wall, space to hang mops, etc.	w.space	N/A
Water fountain	fountain	5
Water, spigot	w.spigot	N/A